



## RELO SUPPORT

### REQUEST FORM

Please return complete form to

[RELOBrazil@state.gov](mailto:RELOBrazil@state.gov)

Fax: (55 11) 5186-7299

The Regional English Language Office of Brazil welcomes your requests for EL Specialists or other support in the form of teacher training, consultation, or participation in seminars and conferences.

Our office receives many requests so to more effectively address your needs and interests, we ask that you complete this form with your colleagues and return it to us to the address above. We will acknowledge receipt of your request and try to arrange visits and support that will be optimal for all who have made such requests. Although we cannot guarantee that a request will be filled, we will do our best based on the resources of our office. Please be patient as the logistics and funding of some programs can take considerable time.

### TYPE OF REQUEST

- ☐ visiting English Language Specialist
- ☐ occasional seminars/workshops
- ☐ curriculum revision support
- ☐ (other) please specify

### CONTACT INFORMATION

Date of request:

Name of institution/department making the request:

Name of main contact at the institution: Email: Telephone:

Other contact names with emails/telephone numbers:

Preferred project dates? (start date/finish date?)

## AREAS OF INTEREST/NEED

TOPIC	not interested	Slightly interested	Interested	Very interested	Specific focus of interest/need e.g. academic writing for publishing or teaching academic writing for sts in university
Academic Writing					
Assessment					
Business English					
CALL (computer assisted lge learning)					
Content Based Instruction					
Creative Writing					
Drama					
Games in the Classroom					
Genre Analysis					
Grading Rubrics					
Grammar					
Integrated Skills					
Literature					
Materials Development					
Presentations					
Pronunciation					
Second Language Acquisition					
Speaking					
Teacher Evaluations					
Teaching Young Learners					
Vocabulary					
other					
other					
other					

## OVERVIEW OF DEPARTMENT/INSTITUTION

Provide an overview of your department and institution. How many teachers are there? Students? How many hours a week are teachers in the classroom? Students? Provide any other information that will help in planning a program at your institution.

## PROJECT DESCRIPTION/JUSTIFICATION

Briefly explain what it is that the visitor could do/accomplish/change for your ELT programming and institution. In other words, why is having the ELT visitor important?

## PROJECT SPECIFICS

1. What will the ELT visitor do? (plenary, workshops, consultations, etc.)

2. Which of the following items would be available at the institution should the ELT visitor need them?

Computer with projector	Computer with internet and projector	speakers
Computer lab	flip chart	white board
smart board	other	

3. What is the seating of the proposed venue? moveable tables and chairs, auditorium seating, other

4. Who will participate in the program? i.e. Who is the target audience?

In-service teachers, pre-service teachers, head(s) of department(s), Ministry of Education officials, etc.

5. How many total participants do you expect? Will the participants change during the visit? (e.g. in-service teachers for one part, pre-service for another etc.)

6. What is the proposed program? (rough idea of a schedule for the ELT visitor)

a. If it's a conference, what are the dates? Theme? What are the other speaker sessions? For what time slot(s) and topic(s) are you requesting the specialist? Be as specific as possible

b. If it's a focused series of workshop, what are the goals? What materials could you provide in order for the ELT visitor to prepare? (program curriculum, sample exams, course objectives etc.)

**NB:** The rule of thumb for specialist approval by Washington is to have the specialist come for at least 10 days of programming. If you only want a specialist for a couple days or a one-off plenary, we will need to see what other programming is possible in order to increase the visit to 10 days of work. Keep in mind that this may make it more difficult to schedule a specialist visit. This is not meant to discourage requests, but it does mean we need to be more creative with the programming. Washington makes the final decision in approving all specialists. One factor they look for and use as a consideration is cost-sharing from the host institution.

What could the institution provide for the specialist's stay?

Accommodation, breakfast, lunch, internet connection, transportation to/from airport, other